

Excursion and/or Transport Risk Assessment Form
Privacy Statement

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown. Please note that information provided may be shared with Department of Education (DEC), the Police, other relevant agencies and educators in accordance with applicable legislation.

Educator/service name	Campbelltown Outside School Hours Care	Date form completed (Minimum 12 month review for routine excursions)	3.5.24
Venue/Destination	Dumaresq St Cinemas Campbelltown	Date of excursion	17.7.24
This is (please tick):	<input type="checkbox"/> Regular outing (routine excursion) <input checked="" type="checkbox"/> Regular transportation <input type="checkbox"/> Non-routine excursion <input type="checkbox"/> Non-regular transportation		
Proposed duration of the excursion	Between the approx. time of 10am-1pm based on movie time		
Proposed activities	Watching movie, eating popcorn and a drink	Type of transport	Service buses
Proposed pick up location	40 Broughton Street, Campbelltown		
Proposed route of travel	As outlined below		
Process for entering and exiting the service premises	Via front door and path to front door to bus		
Process for entering and exiting pick up location/destination	See map-entry and exit via main access		
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	Each child will be accounted for by verifying the number of children counted with the attendance records (in accordance with the Transportation procedure).		
Proposed number of children	Up to 60	Proposed number of educators	8
		Proposed number of other adults	1
Office advised if non routine (Family Day Care/Long Day Care)	<input type="checkbox"/>	Date office advised	Staff member

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Mandatory Checklist

For any potential risks please show how they are managed.

		Please tick	Comment
Routine excursion form completed (if applicable)		✓	
For all excursions	Parents' written permission received.	✓	
Supervision	I will have sight of the children at all times	✓	
	Children will not go to the toilet by themselves (Family Day Care/LDC only).	N/A	Risk managed by:
Venue	Free of danger.	✓	
	Any equipment to be used is safe for children.	✓	
	No water hazards (any water related risks must be clearly addressed in the table on page 4).	✓	
	Visual check to be done on arrival.	✓	
	No smoking venue.	✓	
Hygiene	Nappy change facilities provided (Family Day Care/LDC only).	N/A	
	Toilet facilities provided.	✓	2 educators to accompany children to bathrooms.
	Hand washing facilities provided.	✓	
		Please tick	Comment
Accident or injury	Educator has current asthma and anaphylaxis certificate.	✓	
	Educator has a current First Aid Certificate and CPR.	✓	

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	First aid kit available (contains paracetamol and auto injector if applicable).	✓	
	Emergency contact information available.	✓	
	Children's Medical Management Plans and any relevant health information are available	✓	
	Mobile phone available.	✓	Children will be supplied with a drink from the venue.
Children's well being	Drinks available for children.	✓	Children will be supplied with a box of popcorn from the venue.
	Food available for children.	✓	First aid bag and all medications will be taken on excursion.
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
	Children will not be confined to stroller or car for long periods of time. (Family Day Care/Long Day Care only).	N/A	
	Sleep needs can be met. (Family Day Care/Long Day Care only).	N/A	
Travelling by car (Family Day Care Only)	Approved seat belts and car seats available.	N/A	
	Current licence, registration and insurance.	N/A	
	Current certificate of compliance.	N/A	
		Please tick	Comment
	Children to enter and exit from kerbside door or in a car park or	N/A	


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	driveway.		
Walking excursion	Children are aware of road safety.	✓	Children will be dropped off in Dumaresq Street Cinemas car park. Staff will be supervising and ensuring children get off bus safely and straight onto foot path.
	Educator/s are comfortable managing the children.	✓	
	Educator/s are able to manage the number of children on and off the bus.	✓	
	Approved seat belts available (if required)	✓	
	Approved car seats available (if required)	N/A	
Travelling by bus	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	Children will apply sunscreen before leaving the centre. Sunscreen will be taken to the excursion premises.
	Sunscreen applied 2 hourly.	✓	
Sun protection outdoors	Children and educators wear hats.	✓	
	Shade area available.	✓	
	Does this excursion involve any water based activities (eg swimming)? If yes, all risks and control measures must be addressed in the table on page 3.	N/A	
	Are any adults with specialised skills required?	N/A	

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Other			

What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?		
	Rare (R) It may happen	Unlikely (U) It might happen	Likely (L) Will probably happen
Minimal (I) Minor First Aid or reassurance needed	1	1	2
Moderate (O) Medical attention required	1	2	3
Major (A) Requires an emergency response	2	3	3



3 STOP - Do not proceed with the Activity

2 CAUTION - Do not proceed with the Activity until the Risks are reduced

1 GO - The Risks with the Activity are acceptable

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Risk Assessment

Information to be added to identify the specifics of excursion/incursion:
Include bus transport, booked time and travel time, any other requirements

Risk Level	Likelihood - Rare (R), Unlikely (U) Likely (L) Consequence Minimal (I) Moderate (O) Major (A) Severity Red (3) Yellow (2) Green (1)					
Activity	Hazard Identified	Risk Assessment (use matrix)	Elimination/control measures	Risk Assessment (use matrix) after elimination/control measures applied	Who	When
Travelling to location by: Service buses/charter bus	Collision while driving	UI2	Bus mobile phone to be taken while transporting passengers. Bus first aid kit to be available on the bus to manage any injuries. Staff member with first aid to assess passengers for injury. Staff member to communicate with emergency services or coordinator based on the severity of incident. Staff member to also contact Responsible Person or Nominated Supervisor to identify collision. Responsible person to contact Depot to assist in replacing bus transport to either return to the service or continue on bus route to excursion. Responsible person to collect other driver information including licence and registration. If the collision is not critical then once back at the service the responsible person is to communicate with Risk management all relevant information and complete identified forms.	UI1	All educators	Day of excursion

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	Allocation of groups being transported by bus.	UI2	<p>An Excursion Checklist will be completed prior to leaving on excursion by responsible person.</p> <p>Utilisation list will be provided to educators by responsible person to identify what group children are placed in with all groups identified.</p> <p>2 Educators will be allocated to 16 children when moving to service bus or based on ratios of 1:8.</p> <p>Children will be provided with wrist bands to support grouping.</p> <p>All groups will complete a head count before departing from locations and reported to Responsible persons.</p>	UI1	All educators	Day of excursion
	Embarking/ disembarking bus	UI2	<p>The Transportation Attendance Record is to be completed on Departure and Arrival of destination by conducting a head count of children signed into the Electronic Sign In System against physical number of children in each bus.</p> <p>Educator to exit the bus first and remain in the front of the line. Immediately after all passengers have disembarked from the vehicle, a staff member will physically walk to the back of the bus and check there are no children left on the bus (including under the seats) before locking the vehicle.</p> <p>(Additional headcounts can be conducted when the Responsible Educator feels is necessary to ensure the safety of the children in our care). Bus driver to complete final check of bus by walking to the end of the isle once parked and ready to lock up.</p>	UI1	All educators	Day of excursion
	Children moving away from staff and children	LM2	<p>Staff to communicate with each other to make each other aware that a child has left the service/group.</p> <p>Educator to assess the direction of the child heading, observe what the child is wearing and make a judgement call if to follow. Educator to call emergency services if child is moving away from the service/group and does not seem to be returning. A second educator to contact supervisor or coordinator to arrange additional support if needed. Second educator to then call parent/carer to notify of child leaving the service and the current direction they are headed.</p> <p>Once child is located/returned, educators to debrief and complete documentation such as incident report, note to file and serious incident reporting to coordinator where required.</p>	UI1	All educators	Day or excursion

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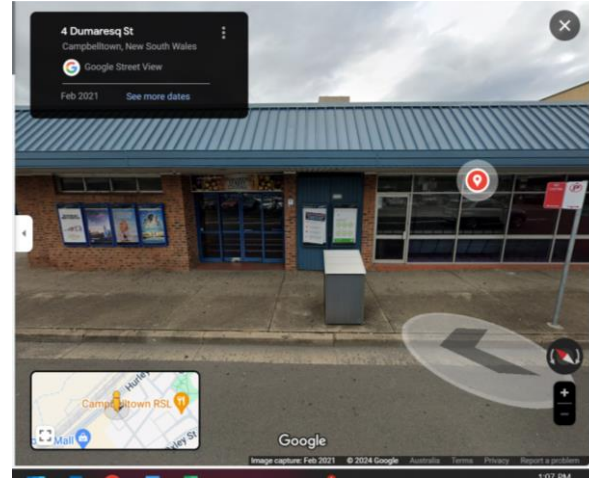
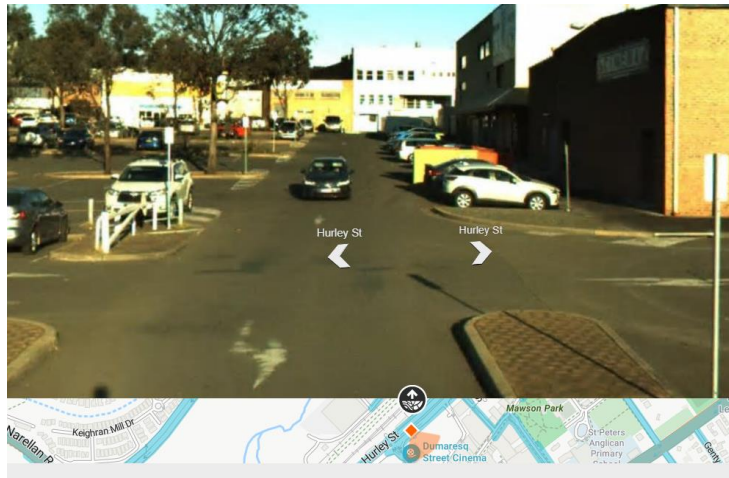
	First aid and Medical Management during transportation of children	UM2	<p>At least one educator with first aid qualifications is in attendance on transport route to assess injuries or provide medical support. Up to date first aid kits is packed. A mobile phone is to be taken.</p> <p>Medication and medication information of individual children will be allocated to that child's group service excursion bag in the event of requiring medication during the bus run. Medical information to be completed with any administration of medication.</p> <p>Child's accident/incident Report to be completed once arrived at destination if first aid has been provided.</p>	R11	All educators	Day of excursion
Parent engagement with excursion group	Parents attending to drop off or while excursion is in progress	UI2	<p>An Excursion Notice will be placed on the front door before the excursion departs to identify departure time, return time and contact number.</p> <p>All efforts will be made by staff to contact any families absent prior to leaving.</p> <p>If parents cannot make the identified time on the program, children may be able to be dropped off to excursion location or attend once excursion has returned.</p>	UI1	All educators	Day of excursion
Specific site information			Dumaresq St Cinemas			
	Movement of groups being transported by bus	UI2	<p>Groups will move directly into the cinema on arrival and await instructions from Cinema staff.</p> <p>Prior to departure, the responsible person will contact the bus driver in preparation of return run. Individual groups one at a time will move to the designated pick up location by walking to the back of the cinema following the path. The other groups will remain in the foyer wait area and allow a short period of time before transitioning to pick up location.</p> <p>Children waiting for bus will be supervised on the path behind the cinema until bus returns.</p>	RO1	All educators	During excursion

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	Falling, tripping, slips on bus or at venue	UI2	<p>Visual inspection of the premises. One staff member to walk in front of group and another staff member at the back. Front staff member to identify any trip hazards within the walk.</p> <p>Staff supervision of group to ensure they are following code of conduct and safety rules in place.</p>	LI1	All educators	Day of excursion
	Contact with members of the public i.e inappropriate behaviour, language	LI2	<p>Constant supervision of children near members of public. Redirect children away if required.</p> <p>Inform venue staff, communicate with Cinemas the day prior about best access for children to minimise contact with members of public</p>	LI1	All educators	Day of excursion
	Food provided by cinema	LO2	<p>Food information to be provided in school holiday program for parents to review prior to booking.</p> <p>Staff to review medical and meal requirements prior to excursion to ensure needs are met and alternatives offered.</p> <p>Children to be supervised while eating popcorn and drink.</p> <p>First aider present to manage emergency first aid in the event of choking or allergic responses.</p>	LI1	All educators	Day of excursion
	Construction works at venue impacting on children exiting bus and walking to the entrance of movie theatre	LO2	<p>Nominated Supervisor/Responsible Person to assess the area prior to children departing on excursion. This can be the morning of or day prior to excursion.</p> <p>On the day the Responsible Person will disembark bus and re-assess walkway access before allowing children to disembark bus.</p> <p>If the laneway is not accessible, staff will communicate the change to children to identify the walking path then walk the children around the right-hand side of theatre instead of laneway.</p>	LI1	<p>Nominated Supervisor</p> <p>All educators</p>	Day of excursion

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Plan prepared by	Melanie Barden		
Prepared in consultation with	Brittany Gauci / Maarit Rideout		
Communicated to	Participating families		
Venue and safety information reviewed and attached	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	



Maps of travel to and from location to be placed here

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40 Broughton St, Campbelltown NSW 2560

Dumaresq St, Campbelltown NSW 2560

Best 2 min 11 min 3 min

Search along the route

Restaurants Coffee Groceries Things to do

Google recommends using Chrome
Try a fast, secure browser with updates built in
NO THANKS YES

Options

Send directions to your phone Copy link

via Moore St and Oxley St	11 min	800 m
via Carberry Ln	11 min	800 m

All routes are mostly flat

123A Lindesay St
Campbelltown NSW 2560
-34.067148, 150.821834

Street View

DellCommandUpdate
5 updates are ready to install View Details
Install Remind Later

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Dumaresq St, Campbelltown NSW

https://www.google.com.au/maps/dir/Dumaresq+St,+Campbelltown+NSW+2560/40+Broughton+St,+Campbelltown+NSW+2560/@-34.0672736,150.8140397,17z/data=!3m1!1e3!1s0x6b12ee...

Best 3 min 12 min 4 min

Dumaresq St, Campbelltown NSW 2560

40 Broughton St, Campbelltown NSW 2560

Add destination

Options

Send directions to your phone Copy link

via Oxley St and Moore St 12 min 800 m

via Carberry Ln 12 min 800 m

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